



CITY OF HOUSTON

Job Posting

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Applications accepted from:	ALL PERSONS INTERESTED
Job Classification	GIS ANALYST
Posting Number	PN# 112420
Department	Department of Public Works & Engineering
Division	Engineering and Construction Division
Section	Construction Branch
Reporting Location	611 Walker, 17th Floor
Workdays & Hours	M - F, 7:00 a.m. - 4:00 p.m.* *Subject to change

9 **DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**

Performs professional GIS functions related to the assigned department.

CORE FUNCTIONS

- Experience writing activity/process workflows and documenting procedures is required. Uses established procedures to create and maintain data files, maps, reports and analyses. Researches and evaluates source data using established methods. Special projects as assigned.
- Fluent with ArcGIS Desktop and some experience training other personnel in its use required. Geocodes data files (addresses, X-Y and Lat-Long); enters, corrects and modifies data.
- Competent with geo databases and ArcSDE. Develops and implements data topology methods and procedures.
- Familiar with ArcObjects and can interact with programmers to extend ArcGIS and create stand-alone applications. Converts data from one software platform to another.
- Familiar with ArcIMS, Arc Server recommended, as is familiarity with GIS legacy systems.
- Demonstrate attention to detail when working with data and displays. Strong working knowledge of MS Office, particularly Access and Excel. Prepares and edits articles, documentation and reports.
- Comfortable giving presentations to groups and participating in external department activities.
- Assist Survey, Right-of-Way and Mapping Section in the accumulation and presentation of geographically related information, i.e. easements, sales parcels, acquisition parcels, abandonments and surveys in a format compatible with GIMS.
- Assist in the compilation of information and preparation of maps and related items needed for surveying and mapping services.
- Perform other duties as assigned.

10 **WORKING CONDITIONS**

The position requires stooping, bending and/or lifting of items of up to 30 pounds with occasional periods of walking on rough surfaces; may perform field operations in outside environment.

11 **MINIMUM EDUCATIONAL REQUIREMENTS**

Requires a Bachelor's degree in Geographic Information Science, Planning, Geography, Computer Science, or a closely related field.

12 **MINIMUM EXPERIENCE REQUIREMENTS**

No experience required.

13 **MINIMUM LICENSE REQUIREMENTS**

Valid Texas Driver's License and compliance with the City of Houston's policy on driving (AP 2-2).

14 **PREFERENCES**

Preference will be given to applicants with technical proficiency in ESRI ArcGIS and who have previous surveying, and CAD experience.

15 **SELECTION/SKILLS TESTS REQUIRED** None

However, the Department may administer a skill assessment evaluation.

16 **SAFETY IMPACT POSITION** Yes No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17 **SALARY INFORMATION**

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

<u>Salary Range - Pay Grade 20</u>	
\$1,451 - \$1,758 Biweekly	\$37,726 - \$45,708 Annually

18 **OPENING DATE** August 9, 2006

19 **CLOSING DATE** Open Until Filled

20 **APPLICATION PROCEDURES**

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor. **Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 837-0951. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

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